



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/12/76	1. Agency Address Georgia Bureau of Investigation Georgia Crime Information Center 959 E. Confederate Ave., S. E. Atlanta, Georgia	Application Number 74-411-A	
Application Number		Date Received* MAR 15 1976	Date Completed MAR 26 1976
2. Person to Contact Georgia Emfinger		Working Title Chief of Criminal Offender Data Tracking Section	
		Telephone Number 656-6123	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. TO AMEND 74-411, 11/25/74 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest Present		5. Records Series Title (followed by title used in office, if different) Agency-wide Common Standard Criminal Activity Teletype Message Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers the Georgia Post Mortem Act and the Implied Consent Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The nation-wide collecting and disseminating of information on criminal activity to law enforcement agencies. Included are: Teletype sheets containing information on stolen vehicles, stolen guns, and wanted persons; lookouts, all points bulletins, record checks, and administrative messages. File is arranged: Chronologically by month			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 6; Seven to twelve months old 6; Thirteen to twenty-four months old 6; twenty-five months and older 6?			
9. Annual Rate of Accumulation of Records Letter-size drawers 13-15; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. See attached
X	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Paper copy in Regional Offices & Communication Center, Computer Tape in Com-
	X	i. Is this series (or a major portion of it) regularly microfilmed? mand Center.
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 20 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Used as back up of computer tapes

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy, with option to re-evaluate
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

PAPER COPY: Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 19 years; then destroy. (with option to re-evaluate)

Mag. Tape File Erase and reuse tape when obsolete or superseded by a new file.

Reference Criminal Activity Teletype Message Files

Copy of above file maintained in Regional Offices and at the Communication Center for reference purposes.

Cut off file at end of each calendar year; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>B. Tucker</i>	3/12/76	<i>John M. Powell</i>	3/12/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-25-76
		Secretary of State/Designee	3-24-76
		Attorney General/Designee	3-25-76

ATTACHMENT

This series contains classified information requiring security handling. The policy of the Georgia Crime Information Center is that these records require security handling.

SEE GCIC LEGISLATION H. B. 579

"(1) Institute the necessary measures in the design, implementation, and continued operation of the criminal justice information system to ensure the privacy and security of the system. This will include establishing complete control over use and access of the system and restricting its integral resources and facilities to those either possessed or procured and controlled by Criminal Justice Agencies as defined in this Act. Such security measures must meet standards to be set by the GCIC and its Advisory Council as well as those set by the nationally operated systems for interstate sharing of information."





Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>10/24/74</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>OCT 25 1974</b> <b>74-411</b> <b>NOV 25 1974</b>									
2. Agency Application No. <b>#3</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Bureau of Investigation Investigation and Crime Prevention Division 1001 International Blvd., Suite 800 Atlanta, Georgia 30354</b>		4. Person to Contact  <b>Ms. Carol Edwards</b>									
				5. Working Title <b>Clerk III</b>									
				6. Tel. No. <b>656-2296</b>									
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series <b>1974 to Present</b>		9. Exact Series Title Agency-wide Common Standard <b>'Criminal' Activity Teletype Message Files</b>											
10. What is the function of the office in which this record series is created? The GBI provides crime prevention efforts and criminal investigation services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia: To perform these functions, the Bureau provides: General investigation of crimes after the fact; specialized investigation of narcotics, major case, auto theft, commercial loss, organized crime intelligence, technical expertise in electronic, optical, photograph surveillances; statistical data base for reflecting the criminal activity occurring within the State Crime Information Center that will retrieve, store, disseminate information regarding all types of crimes as submitted by local law enforcement agencies; training in law enforcement skills for investigative agencies and polygraph services.													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">         Documents relating to: The nation-wide collecting and disseminating of information on criminal activity to law enforcement agencies.           Included are: Teletype sheets containing information on stolen vehicles, stolen guns, and wanted persons; lookouts, all points bulletins, record checks, and administrative messages.           File is arranged: Alphabetically by state; thereunder alphabetically by law enforcement agency; thereunder chronologically by date received.       </div> ATTACH SAMPLES OF THE FILE													
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records									
Letter-size File Drawers				ANNUAL RATE OF ACCUMULATION									
Legal-size File Drawers				Floor Space Occupied (Square Feet)									
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">This Year's</td> <td style="width: 25%;">Last Year's</td> <td style="width: 25%;">Preceding Year's</td> <td style="width: 25%;">All Prior Years</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Years				
This Year's	Last Year's	Preceding Year's	All Prior Years										
				AVERAGE DAILY REFERENCES									

# QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain.

13. Is this the Record Copy of the series? YES ☒ NO ☐
14. Is there a duplication of this series in another office or agency? YES ☒ NO ☐  
There is a partial duplication in the 9 G.B.I. Regional offices.
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO ☐  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO ☐
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO ☐
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO ☐
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO ☐
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ YES ☒ NO ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO ☐

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):

☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 4 year(s):

☒ Destroy immediately after cut-off.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks)

Records Management Officer (Signature) <i>Jackie Brannon</i>		Date <i>10/24/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>E. P. Peters</i>	<i>10/24/74</i>
STATE RECORDS COMMITTEE		State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>11-22-74</i>
		Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll East</i>	<i>11-21-74</i>
		Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. J. H. Shell</i>	<i>11-22-74</i>